



STANDARDS OF APPRENTICESHIP

adopted by

KING COUNTY CARPENTERS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CABINET MAKER		660.280-010	5200 - 8000 HOURS
CARPENTER		860.381-022	5200 - 8000 HOURS
MAINTENANCE CARPENTER		860.281-010	5200 - 8000 HOURS
MILLWRIGHT		638.281-018	5200 - 8000 HOURS
RESIDENTIAL CARPENTER		860.381-640	5200 - 8000 HOURS
SCAFFOLD ERECTOR		860.381-042	5200 - 8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 27, 1940

Initial Approval

APRIL 18, 2003

Committee Amended

APRIL 18, 2003

Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL
Chair of Council

By: PATRICK WOODS
Secretary of Council

KING COUNTY CARPENTERS APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of King County, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

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- Age:** Be at least seventeen (17) years old.
- Education:** None.
- Physical:** Be physically able to perform the work of the trade.
- Testing:** Pass a drug test with a negative finding.
- Other:** Provide proof of age.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. To be eligible to enter the apprenticeship program, an applicant must successfully complete the Pre-Employment Safety and Orientation Class, which includes the ASSET or COMPASS Exam (or similar program that meets or exceeds the same criteria). The applicant must receive a total score of 75% or better in the Pre-Employment Class. The program will be conducted on days established by the Apprenticeship Committee. A syllabus is available upon request.**
- 2. To enroll in the apprenticeship program, an applicant must make application with the Apprenticeship Committee at:**

**209 Vine Street, Seattle, WA 98121 (206) 441-1310
231 Burnett Ave. N., Renton, WA 98055 (425) 255-3255**

Here the applicant will be issued an application, which is to be completed and returned with proof of age. Upon receipt of these documents, the applicant will be scheduled for a drug test. It will be the applicant's responsibility to schedule the ASSET or COMPASS test. Upon successful

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completion of these tests, the applicant will be scheduled for a Pre-Employment Safety and Orientation class at the King County Carpenters Training Center, 3000 NE 4th Street, Building L, Renton, Washington 98056.

3. Upon successful completion of the Pre-Employment Safety and Orientation classes (or similar committee approved program), the applicant will be placed in a pool of eligible applicants based on rank order of scores and will be registered based on the highest score first when no existing apprentice is available for dispatch.
4. **Exceptions:**
 - a. The order of the pool may be superseded to meet JATC affirmative action goals in conformation with the Washington State Apprenticeship and Council rules.
 - b. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training provided they meet the minimum qualifications.
 - c. Graduates of committee approved programs such as Job Corps may receive direct entry into apprenticeship provided they meet the minimum qualifications.
 - d. When the committee registers and trains apprentices for the State of Washington or other public entities, the civil service or published hiring practices of the individual agency shall be utilized in selecting apprentices.
 - e. Individuals relocated from other states or BAT approved Apprenticeship Program may receive direct entry into apprenticeship provided they meet the minimum qualifications.
 - f. Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained, may receive direct entry into apprenticeship provided:
 - (1) They meet the minimum qualifications.
 - (2) The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.
 - (3) All employers requesting "approved training agent" status shall sign an agreement agreeing to comply with all Federal or State apprenticeship rules and the appropriate apprenticeship standards.
 - g. An employee of a nonsignatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the

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JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

- h. (Direct Entry) Where an employer requesting an apprentice is required by governmental rules, policies, regulations, ordinances or other governmental actions to comply with governmental local hiring/training requirements (such as local Housing Authorities' Empowerment Zones) and other government mandated affirmative action hiring requirements. (The employer must offer proof in support of this exception to the committee.) For individuals to enter the program through this exception they must:**

- (1) Meet the minimum qualifications**
- (2) Complete an application form.**

- i. (Direct Entry) Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. For individuals to enter the program through this exception they must:**

- (1) Meet the minimum qualifications**
- (2) Complete an application form.**

- j. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into the apprenticeship provided:**

- (1) The Employer is an approved training agent of these standards.**
- (2) The applicant has met the minimum qualifications.**

NOTE: All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. Contact the JATC office for a list.

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**

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2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
4. Engage in OUTREACH or other such programs, where available, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents).
5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
6. Grant credit for previous trade experience or trade-related courses for all applicants equally.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The standard term of apprenticeship for the trade stated shall be 5200 to 8000 hours. All trades shall have eight (8) periods of reasonably continuous employment including the probationary period.

The term stated herein is only a guideline for related training where performance evaluated training is used since that system is performance based and allows apprentices to be advanced at their own pace according to their accomplishments.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

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- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 650 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Each employer may employ one (1) apprentice for each of the first five (5) journey-level workers in his/her employment, but he/she must employ one (1) apprentice when he/she has three (3) journey-level workers in his/her employ.**
- B. In addition to "1" above, each employer shall employ one (1) additional apprentice for each four (4) additional journey-level workers.**
- C. Residential Carpenter apprentices employed in the residential areas shall not exceed one (1) apprentice to each journey-level carpenter employed.**

(Numerical description available upon request.)

Ratio of apprentices to journey-level worker applies to each job site.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where

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applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Cabinet Makers

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	67%
2	0650 - 1000 hours	69%
3	0650 - 1000 hours	72%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	79%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

B. Carpenters:

All apprentices effective June 23, 1986

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

No pension contributions are required on Carpenter Apprentices during the 1st period.

C. Maintenance Carpenters:

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	66%
2	0650 - 1000 hours	70%
3	0650 - 1000 hours	74%
4	0650 - 1000 hours	78%

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5	0650 - 1000 hours	82%
6	0650 - 1000 hours	86%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	94%
Total	5200 - 8000 hours	

D. Residential Carpenters:

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

E. Scaffold Erector:

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Cabinet Maker</u>	<u>APPROXIMATE HOURS</u>
1. Sharpen and use of hand tools	325-500
2. Work from stock bills and drawings.....	325-500
3. Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc.	975-1500
4. Grinding knives and filing saws.....	325-500
5. Laying, matching and cutting veneers	195-300
6. Dressing and preparing material for assembly	325-500
7. Gluing stock.....	130-200
8. Layout work for milling and general trim-saw work from stock bills and details.....	650-1000
9. Sand moldings, glue flat work and squares, clean for finish	130-200
10. Assemble doors, drawers, skeleton frames, fit and hand doors and drawers, fit and apply moldings, match veneers	520-800
11. Assemble and install cabinets, built-ins, paneling, etc.....	975-1500
12. Independent layout, machining and assembly of cabinets and built-ins	325-500
TOTAL HOURS:	5200- 8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
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B. Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325-500
2. Form building 780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing 780-1200
Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering
4. Layout 325-500
Batterboards, partitions, doors and windows, box-out in concrete walls
5. Outside Finishing 520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. Inside Finishing 975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring Application of hardware and fittings to exterior and interior of building, doors and windows
7. Welding 325-500
8. Plastics and resilients 195-300
9. Acoustics and drywall 650-1000
 - a. Ceilings:
Layout, cutting, assembly and installation of all materials and component parts.
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles or moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions:

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**Layout, cutting, assembly, erection and/or application of
all materials and component parts**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door
frames, window frames, vents, light wells, and other
openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260-400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material handling
and disposal 65-100**

TOTAL HOURS: 5200-8000

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C. Maintenance Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325-500
2. Form building 780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing 780-1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering
4. Layout 325-500
Batterboards, partitions, doors and windows box-out in concrete walls
5. Outside Finishing 520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. Inside Finishing 975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork
Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.
7. Welding 325-500
8. Plastics and resilients 195-300
9. Acoustics and drywall 650-1000
 - a. Ceilings
Layout, cutting, assembly and installation of all materials and component parts
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles and moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions

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Layout, cutting, assembly, erection and/or application
of all materials and component parts

- (1) Floor and ceiling runners
- (2) Studs, stiffeners, bracing, fireblocking
- (3) Resilient and furring channels
- (4) Layout, framing, enclosing, and trimming of door
frames, window frames, vents, light wells and
other openings
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound installations
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beams and chases
- (10) Items of local practices

10. Miscellaneous..... 260-400
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material..... 65-100
Material handling and disposal

TOTAL HOURS: 5200-8000

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D. Millwright

APPROXIMATE HOURS

1. Work experience in the use of tools (hand power, bench and machine)..... 975-1500
2. Work experience in machine installation 1300-2000
3. Work experience in use of equipment (rigging welding, precision, etc.)..... 975-1500
4. Work experience in the use of optical instruments and laser 975-1500
5. Work experience in blueprint reading 455-700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastics)..... 520-800

TOTAL HOURS: 5200-8000

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<u>E. Residential Carpenter</u>	<u>APPROXIMATE HOURS</u>
1. Care and use of tools and woodworking machinery	325-500
2. Form building.....	780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing	780-1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction Roof covering	
4. Layout	325-500
Batterboards, partitions, doors and windows, box-out in concrete walls	
5. Outside Finishing	520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	
6. Inside Finishing	975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows	
7. Welding	325-500
8. Plastics and resilients.....	195-300
9. Acoustics and drywall.....	650-1000
a. Ceilings:	
Layout, cutting assembly and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions:	

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Layout, cutting, assembly, erection and/or application
of all materials and component parts.

- (1) Floor and ceiling runners
- (2) Studs, stiffeners, bracing, fireblocking
- (3) Resilient and furring channels
- (4) Layout, framing enclosing and trimming of door
frames, window frames, vents, light wells, and
other openings
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound insulation
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beams and chases
- (10) Items of local practices

- 10. Miscellaneous..... 260-400
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material. Handling
and disposal 65-100

TOTAL HOURS: 5200-8000

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F. Scaffold Erector

APPROXIMATE HOURS

1. Work experience in the use of hand tools 150 - 200
2. Layout 150 - 200
Squaring, plumbing and leveling.
3. Work experience with Frame Scaffolding 1300 - 2000
4. Work experience with Tube and Clamp Scaffolding 1300 - 2000
5. Work experience with System Scaffolding 1600 - 2400
6. Work experience with Wood Scaffolding 300 - 400
7. Material handling and rigging..... 300 - 600
8. Asbestos abatement and other hazardous materials 100 - 200
Scaffold erection in and around sites containing hazardous materials.

TOTAL HOURS: 5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☐ () Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify)

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures:

- a. The Committee may accelerate, demote, or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- b. No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.**
- c. Apprentices must maintain reasonably continuous employment. Any apprentice who has not worked at least 250 hours in the previous 3 months, when work was available, for a contributing employer will be interviewed and may be cited to appear before the J.A.T.C. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made.**
- d. Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps. These steps may include a citation where the apprentice could be dropped from the program.**

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- e. **Apprentices may bank hours in advance, to make up missed class time. The maximum number of hours allowed in the bank is 44 hours.**
- f. **All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
- g. **It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Apprenticeship Committee after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.**
- h. **Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.**

All apprentices must be signed in by 7:30 a.m. Apprentices arriving between the hours of 7:30 a.m. and 8:00 a.m. will be admitted after signing a tardy sheet. Apprentices who are late for the third time in a twelve month period will not be allowed to attend class that day and will be rescheduled. Any apprentice on Notice will be sent home and cited to appear before the J.A.T.C. and will not be allowed to attend class until such appearance is made.

Apprentices with banked hours may use their bank to arrive late or leave early.

Apprentices returning from lunch after 12:30 p.m., but before 12:40 p.m., will sign a tardy sheet. If returning from lunch after 12:40 p.m. or leaving before 12:00 noon, the apprentice will be sent home with no credit for hours attended that day.

- i. **An apprentice must complete at least five (5) skill blocks within 10 consecutive class days of instruction. Failure to do so will initiate an interview by the Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. An apprentice who completes fewer than ten (10) skill blocks in 20 consecutive class days, will be cited to appear before the JATC and could be dropped from the program.**

An apprentice who fails to complete the first aid/CPR requirement at each advancement or the math requirement at the completion of 14 blocks will be cited to appear before the JATC. An apprentice cited to appear before the JATC will be allowed to attend class until appearance is made. Apprentices cited for violations while on Notice may not attend

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class until a JATC Action has been taken. Apprentices who fail to complete the math or first aid requirement within 60 days after appearing before the JATC could be dropped from the program.

After the end of the project on the last day, the remaining time can be spent on projects assigned by the instructor. The time required to complete these projects will be recorded by the instructors and when 12 hours are accumulated, a miscellaneous skill block will be given, with a maximum of 7 miscellaneous skill blocks allowed throughout the apprenticeship.

- j. It is the apprentice's responsibility to keep his or her current address on file with the Committee and training center.
- k. A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of one (1) member from the employers and one (1) from the employees.
- l. An apprentice must have adequate transportation to the job.
- m. All apprentices must possess the required minimal tools at the time of registration and procure additional prescribed tools as advancements occur. It is the apprentice's responsibility to provide their own hand tools necessary to complete their R.S.I. projects. No apprentice may be granted journey-level worker status without a toolbox inspection.
- n. All Committee members shall be actively participating in the industry as an employer, supervisor, employee or employee representative.
- o. Each apprentice shall be required to perform in safe and healthful work practices assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.
- p. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.
- q. The Coordinator/Director oversees the day-to-day operations of the program under the auspices of the JATC.
- r. You must wear work boots or safety shoes, eye protection, hardhat and work shirt covering the shoulders by 3". No cut-offs or sweat pants will

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be allowed. Anyone violating this rule will be sent home with no credit for the day.

- s. Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet, refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC. The 2nd violation in a 12-month period will result in an automatic citation to appear before the JATC, the apprentice will not be allowed to stay in class. A serious violation will result in an automatic citation to appear before the JATC and removal from class.
- t. No alcohol or drugs will be allowed. Anyone violating this rule will be immediately suspended, with no credit for the day and will be cited to appear before the JATC.
- u. All apprentices must work toward completion of a project. Apprentices not working toward project completion will be sent home with no credit given for hours that day.
- v. To receive an uprate each apprentice must complete the following:
 - (1) Have completed 7 skill blocks since the last uprate and possess a first aid/CPR card.
 - (2) Have worked 650 hours since the last uprate, or 1300 hours in the previous 12 month period. After receiving an uprate, any work hours that were in excess of 1000 will count towards the next uprate.
 - (3) Submit a "request for uprate" form to an instructor.
 - (4) Work reports must be signed by a supervisor and turned in or mailed to the apprenticeship office. Advancement for apprentices who fail to turn in work reports will be delayed until work reports are turned in and the required work hours are determined.

2. Disciplinary Procedures:

- a. The Committee and/or it's designate shall notify the apprentice of any violations of these Standards and the apprentice shall be cited to appear before the Committee.
- b. Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program.

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- c. **An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, failure to attend school, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these Standards.**
- d. **Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for placement until such time as the requirement is satisfied.**
- e. **Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.**
- f. **Should an apprentice miss a class, either bank hours will be deducted or their one personal reschedule per year will be used. If a class is missed and no bank hours or personal reschedule is available, apprentices will be cited to appear before the JATC.**
EXCEPTIONS: Verifiable medical excuse or Employers calling in advance of a regular class to reschedule. A rescheduled class cannot be rescheduled. If a rescheduled class is missed you will automatically be cited to appear before the JATC.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in

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the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression

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- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in

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related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A quorum shall consist of one (1) member from the employers and one (1) from the employees.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Mike Clark, Chairman
Baugh Construction
900 Poplar Place South
Box 14135
Seattle, WA 98114-0135**

**Arthur Levenson
Turner Construction
830 - 4th Avenue South, Suite 400
Seattle, WA 98134**

**Bill Ott
129 East Lake Sammish Road NE
Redmond, WA 9805**

**Doug Orth
Absher Construction Company
1001 Shaw road
Puyallup, WA 98372**

**Mike Finney
Lease Crutcher Lewis
107 Spring Street
Seattle, WA 98104-1052**

The employee representatives shall be:

**Heber "Ole" Olsen, Secretary
Pacific NW District Council of
Carpenters, Local #1797
231 Burnett Avenue North
Renton, WA 98055**

**Darryl Coaxum
Local Union #131
209 Vine Street
Seattle, WA 98121**

**Tim Pearson
Local Union #1797
231 Burnett Avenue North
Renton, WA 98055**

**Joel Dressler
Carpenters Local Union 131
209 Vine Street
Seattle, WA 98121**

**Ted Straub
Pacific Northwest District Council of
Carpenters
4007 SW 317th Street
Federal Way, WA 98023**

**Jose Perry (Alternate)
Pacific NW District Council of
Carpenters, Local #456
231 Burnett Avenue North
Renton, WA 98055**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Steve Baker, Coordinator/Instructor
King County Carpenters
3000 NE 4th Street, Bldg. L
Renton, WA 98056**